

# Republic of Malawi



## The Roads Authority

### INVITATION TO BID – NATIONAL COMPETITIVE BIDDING (NCB)

1. The Roads Authority (RA) budgeted public funds for the procurement of various Goods and Services in the 2025-26 Financial Year. The RA intends to apply part of the funds to cover eligible payments under the following contracts;

Procurement Subject	Procurement Reference No.
Provision of Insurance Brokerage Services for 2025-26 FY	RA/ADM/HQ/SERV/INSU/05
Provision of Security and Alarm Services 2025-26 FY	RA/ADM/HQ/SERV/SECUR/04
Supply and Delivery of Stationery and Tonners on Framework Agreement	RA/ADM/HQ/STA/2025-26/07
Supply and Delivery of Tyres and Batteries on Framework Agreement	RA/ADM/HQ/MVT/2025-26/06

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal Act (2025) and Public Procurement Regulations (2020) of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Bidders are required to demonstrate that they have experience in providing similar goods or services and that they are registered with the relevant authorities.
4. Interested eligible bidders may obtain further information from the RA Headquarters and inspect the bidding document at the address given in paragraph 8 below from 8:00am to 4:30pm starting from **Thursday, 17<sup>th</sup> July, 2025**
5. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **MWK20,000.00. The method of payment will be bank deposit at the NBS Bank account indicated in**

**paragraph 7 below. The bank deposit should be cash or bank certified cheque.**

6. Bids must be delivered in sealed envelopes clearly marked with the **Procurement Reference Number and Subject** to the address in paragraph 8 below at or before **10:00am on 14<sup>th</sup> August, 2025. All bids must be accompanied by a Bid Securing Declaration Form** in the format as shared in Section IV of the Bidding Document. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address indicated in paragraph 8 at **10:00am on 14<sup>th</sup> August, 2025.**

7. The bank account where payment for bidding documents shall be deposited to is:

**NBS Bank, Capital City Service Centre  
Account Name: Roads Authority  
Account number: 20991453**

**No cash payment shall be accepted at the Roads Authority Headquarters.**

8. The address where documents may be inspected at, issued from and where bids must be submitted at is:

The IPDC Chairperson  
Roads Authority  
Functional Building, Room No. 40  
Off Paul Kagame Road  
Private Bag B346  
Lilongwe 3